



## Civic Center Athletic Field Fees, Reservations, and Customer Use Policy (Effective January 1, 2019)

NOTE: *Grand Traverse County Parks and Recreation herein referred to as "GTCPR".*

### Use Incentive for All Parks and Facilities

Organizations promoting and encouraging recreational programs that use County parks and facilities may apply to Director to receive a ten percent discount on a rental by sending an e-mail to [kerickson@grandtraverse.org](mailto:kerickson@grandtraverse.org). Include name of user group, name of event, type of event, when event will take place, park/facility requested, and explain why group should be considered for discount.

### Fee Schedule

<b>Monday through Friday (Prepared Fields)</b>	<b>County Resident</b>	<b>Nonresident</b>
Multi-purpose Field (Field 1)	\$20 per hour	\$30 per hour
All Other Fields (Fields 2 to 8)*	\$15 per hour	\$18 per hour
<b>Saturday and Sunday (Unprepared Fields)</b>	<b>County Resident</b>	<b>Nonresident</b>
Multi-purpose Field (Field 1)	\$30 per hour	\$40 per hour
All Other Fields (Fields 2 to 8)*	\$12 per hour	\$15 per hour

<b>Monday through Sunday</b>	<b>County Residents and Nonresidents</b>
Field Lights	\$32 per hour
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100 per instance

### Fees: Quick Reference

	Weekday County Resident	Weekend County Resident	Weekday Non-resident	Weekend Non-resident
Field 1	\$20/hr	\$30/hr	\$30/hr	\$40/hr
Field 2	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 3	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 4	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 5	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 6	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 7	\$15/hr	\$12/hr	\$18/hr	\$15/hr
Field 8	\$15/hr	\$12/hr	\$18/hr	\$15/hr

## When to Reserve

**County Residents:** GTCPR begins taking field reservations for leagues and tournaments organized by county residents at **8 a.m. on the Monday of the second full week of January**. A schedule and deposit for each tournament and league must be submitted individually, at the time of reservation.

**Nonresidents:** GTCPR begins taking field reservations for leagues and tournaments organized by out-of-county residents at **8 a.m. on the Tuesday of the third full week of January**. A schedule and deposit for each tournament and league must be submitted individually, at the time of reservation.

**What You Need to Know Before Reserving:** Reservations are on a first-come, first-served basis; require a schedule; and require a deposit from Customer when reservation is made. *There are different reservation requirements for leagues and tournaments than for all other reservations (refer to information below).* There also are requirements and related Customer “deliverables” that apply to ALL reservations, as outlined in this policy. Please read this document carefully before making a reservation.

## How to Reserve for Leagues and Tournaments

*Make all checks payable to “Grand Traverse County Parks and Recreation” or “GTCPR”.*

*To make a reservation, call 231-922-4818, or send an e-mail to both [kbrown@grandtraverse.org](mailto:kbrown@grandtraverse.org) and [aperreault@grandtraverse.org](mailto:aperreault@grandtraverse.org), or stop by the GTCPR Office, 1213 W. Civic Center Drive, from 8 a.m. to 4 p.m.*

**Deposit:** Due at time of reservation, a nonrefundable deposit of \$200 per league/per tournament is required (examples: \$200 for an organization’s Women’s League, plus \$200 for that organization’s Youth League, etc). Unless an event is cancelled, a deposit is applied to the balance due. Failure to pay a deposit will result in forfeiture of a field reservation.

**Schedule:** *At the time of a reservation is made, Customer must provide a complete schedule (NO EXCEPTIONS) clearly listing dates and times, and which field(s) Customer requests to reserve for those dates and times, with the name of each league or tournament assigned to that field. Time frame for use must include any field preparation and cleanup times required by Customer (example: 8 a.m. to 4 p.m. reservation [8 hours total] with field preparation by Customer from 8 to 10 a.m., play from 10 a.m. to 3 p.m., and equipment removal and cleanup by Customer from 3 to 4 p.m.).* GTCPR staff will review all schedules, and contact Customer as soon as possible to discuss and attempt to resolve any conflicts.

**Balance Due:** Customers will be billed by invoice for balance due, immediately following the final reservation date. *Invoiced (balance due) amount is based on schedule submitted at the time of reservation.* Payment of balance is due within thirty (30) days of the invoice date. Failure to pay balance due may prevent Customer from making future field reservations.

**Designated Contact:** The appropriate contact information for the tournament director/coordinator (only one individual may be named) must be provided in the field use agreement between Customer and GTCPR.

## How to Reserve for All Other (Individual) Field Uses

*Make all checks payable to “Grand Traverse County Parks and Recreation” or “GTCPR”.*

*To reserve, call 231-922-4818 or send an e-mail to both [kbrown@grandtraverse.org](mailto:kbrown@grandtraverse.org) and [aperreault@grandtraverse.org](mailto:aperreault@grandtraverse.org).*

**Deposit:** A deposit equal to twenty-five (25) percent of the total estimated fee is required at the time a reservation is made. Unless an event is cancelled, the deposit is applied to the balance due. Failure to pay a deposit will result in forfeiture of a field reservation.

**Schedule:** At the time of the reservation, Customer also must provide an exact date and time and the field number the Customer wishes to reserve. Time frame for use must include any field preparation and cleanup times required by Customer (example: 8 a.m. to 4 p.m. reservation [8 hours total] with field preparation by Customer from 8 to 10 a.m., play from 10 a.m. to 3 p.m., and equipment removal and cleanup by Customer from 3 to 4 p.m.).

**Balance Due:** Balance of the rental fee is due no later than thirty (30) days prior to the first date of the field reservation. Failure to pay balance due will result in forfeiture of a field reservation.

### **Field Preparation and Maintenance; Customer Orientation**

**Weekday Customers:** Fields are groomed and striped by County staff Monday through Friday, only, for the first game/hour of rental on those days.

**Weekend Customers:** Customers with weekend reservations are required to make arrangements to prepare their own fields. Supplies are available for weekend preparation only after: (1) Customer meets with the County Grounds Coordinator Paul Johnson (make an appointment by sending an e-mail to [pjohnson@ggrandtraverse.org](mailto:pjohnson@ggrandtraverse.org)) for a field prep and field supply orientation at least ten (10) days prior to the reservation, and (2) Customer completes a key signout form, and is issued a key by the Parks and Recreation Office for the supply room.

**Orientation Requirement, All Customers:** Regardless of weekend or weekday reservations, all Customers are required to schedule a Field Orientation with the Grounds Coordinator at least ten (10) days prior to reservation, to review Customer's expectations relative to the County's field maintenance requirements and procedures.

### **Inclement Weather**

**Weather-related Cancellations:** *When GTCPR cancels a Customer's field reservation due to inclement weather, GTCPR will issue a full refund. When a Customer anticipating inclement weather has canceled a reservation at least twenty-four (24) hours prior to the date and time of that reservation, then GTCPR only will charge for the first hour of a reservation per day, per field.*

**Stop Play When Thunder and Lightning Present:** As a matter of safety and precaution, all field and facility activities must come to a halt if thunder is heard or lightning is seen during practice or a game. All players, coaches, officials, and spectators are to return to their cars, NO EXCEPTIONS, and wait at least thirty (30) minutes from the last sound of thunder or sight of lightning before resuming play. Before deciding to continue play, Customer must determine whether enough time remains on the booked reservation to complete the field activity. If conditions persist, then Customer must cancel activity. The discretion of GTCPR's employees, supervisors, and officials, will be used when making such decisions.

### **Field Closures and Relocations**

- GTCPR reserves the right to close any field or facility at any time due to poor conditions or severe weather.
- GTCPR reserves the right to move rented field locations, if and as deemed necessary.
- Any Customer failing to honor any field closure or relocation by GTCPR is subject revocation of field use, and may be removed from the premises.

### **Concessions and Vendors**

**Concessions:** GTCPR retains sole and exclusive right to sell concessions at all of its parks, fields, and facilities. Should GTCPR choose not to provide concessions for an event, Customer must receive at least ten (10) days' prior approval from the GTCPR Director before bringing in vendors, with the understanding that GTCPR shall receive ten (10) percent of all gross receipts.

**Vendors/Novelty Sales:** Sale of t-shirts, hats, and other novelties by Customer shall have prior approval of Grand Traverse County Parks and Recreation Parks' Director. The County shall receive ten (10) percent of gross receipts from all such sales.

### **Insurance and Participant Waiver Requirements**

**Insurance:** All organizations, leagues, and vendors shall secure and maintain, at no expense to GTCPR, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Michigan. Under such insurance:

1. Grand Traverse County shall be identified as an additional insured;
2. liability limits shall be \$1 million (\$1,000,000), combined single-limit for personal injury and property damage;
3. rental dates must be covered by insurance;
4. insurer shall be placed with a provider having no less than a "Best" rating of A-VII, and the organization, league coordinator, or president shall file with the Grand Traverse County Parks and within thirty (30) days prior to start of reservation (or on a date agreed upon between Customer and GTCPR Director), certificate(s) of insurance indicating coverage that is in force prior to start of field use

**Waivers:** Customer is required to have all participants sign an accident waiver and release of liability, prior to each program/event. *Within five (5) days after last day of a reservation, Customer is required to submit to GTCPR a copy of the waiver to be used for participants to obtain GTCPR's approval of the form.* If Customer does not have a prepared waiver, GTCPR can provide examples to Customer.

### **Park Rules**

All Customers and all participants in events on fields used by Customers are required to follow the *Grand Traverse County Parks and Recreation Commission Rules* (last amended September 14, 2017), which govern activities at Civic Center Park. NOTE: Under those rules, alcoholic beverages are not permitted at the Grand Traverse County Civic Center.

### **Parking and Vehicles**

- Driving and parking only is allowed in parking lots and driveways.
- No unauthorized vehicles are permitted to park or drive on the grass, sidewalks, trails, fields, etc. on Civic Center property.
- Parking of cars and traffic control is the responsibility of the Customer, as approved by the GTCPR Director.
- GTCPR has the right to contact a towing vendor to remove any unauthorized vehicles from unauthorized parking areas.

### **Clean-up**

- Normal clean-up following an event shall be performed by Customer. A basic guideline is to leave area in the same condition as it was rented.
- All waste paper and other rubbish must be deposited in the appropriate receptacles.
- If fields are located in an area without nearby trash receptacles, then all trash must be packed out by users. Trash is not to be left next to garbage disposal bins or on grounds.
- Customers with full-day reservations are solely responsible for emptying garbage disposal bins as they fill up during their reserved time. (Contact GTCPR for instructions.)
- If additional clean-up is required upon conclusion of use, an additional fee of \$50 per hour will be charged by GTCPR, and billed by invoice to Customer.

### **Equipment**

No signage, banners, tents, equipment, or other items may be located on the property, unless the use and location of item has received prior approval from GTCPR Director in the use agreement.

### **Advertising**

All advertising (except that which is incidental to the event/tournament) and all sale of merchandise or other materials is forbidden on premises, unless specific approval is obtained from GTCPR Director within thirty (30) days prior to reservation.

### **Important Phone Numbers**

- Grand Traverse County Parks and Recreation Office at Civic Center Park: 231-922-4818

- City of Traverse City Police Department's Non-emergency: 231-922-4550

### **Evaluation/Program Assessment Requirements**

*Within thirty (30 days) of the end of a long-term reservation (such as for a league or tournament), Customer is required to provide GTCPR with an evaluation of the program (unless otherwise agreed upon between the Customer and Director). At minimum, program evaluation shall provide the following:*

1. name of organization
2. number of games played that year
3. number of participants served by Customer at Civic Center that year
4. why Customer chose Civic Center
5. level of participants' satisfaction with Customer's programming and season (Customer may attach results of a survey or provide a summary of feedback provided by participants)
6. level of satisfaction with field conditions and preparation, and suggestions for improvement

### **Deliverables from Customer: Quick Reference**

#### **WHAT**

1. Deposit with preliminary schedule
2. Final schedule and name of designated contact
3. Copy of liability insurance
4. Signed Customer Agreement
5. Field orientation with County Grounds Coordinator
6. Signed "Key Sign-out Form" for access to supplies
7. Copy of Customer's waiver to be used for participants
8. Evaluation/program assessment
9. Balance paid

#### **WHEN**

At time of reservation  
 60 days prior to start of reservation  
 30 days prior to start of reservation  
 30 days prior to start of reservation  
 10 days prior to start of reservation  
 10 days prior to start of reservation  
 5 days after last day of reservation  
 30 days after last day of reservation  
 30 days after date of invoice

Field Dimensions and Map

Civic Center Field Dimensions

Field	Foul Pole	Base Distance	Pitching Mound
Multi-purpose Field 1	N/A	N/A	N/A
Softball Field 2	LF 295' RF 272'	65'	50'
Softball Field 3	LF 280' RF 280'	65'	50'
Baseball Field 4	LF 170' RF 180'	60'	46'
Baseball Field 5	LF 165' RF 185'	60'	46'
Baseball Field 6	LF 180' RF 180'	60'	46'
Baseball Field 7	LF 180' RF 180'	60'	46'
Baseball Field 8	LF 230' RF 225'	80'	60' 6"

Civic Center Map

